



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE  
*Governor*  
*Commander-in-Chief*

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MICHAEL L. CUNNIFF  
*Brigadier General*  
*The Adjutant General*

**STATE EMPLOYEE  
VACANCY ANNOUNCEMENT NO. V42-16**

**OPENING DATE:** 19 December 2016                      **CLOSING DATE:** 6 January 2017  
(To be considered, applications must be received or post-marked by the closing date.)

**POSITION:** Principal Staff Officer 1 – M30 (Master Planner) (Temporary Unclassified Appointment)  
\$65,195.12 – Starting Salary

**NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS**

**DUTY STATION:** N.J. Department of Military and Veterans Affairs  
Construction and Facilities Management Office

**MILITARY ASSIGNMENT:** Preferred, but not required.

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**AREA OF CONSIDERATION:** Application will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**SELECTING OFFICIAL:** Recommendation by the Construction and Facilities Management Officer through the Joint Chief of Staff to the Director of Human Resources for approval.

**DESCRIPTION OF POSITION:** Under the direction of Construction and Facilities Management Officer serves as the Master Planner ensuring that real property master planning for the State is accomplished in accordance with published regulations and policies. Assist with the Long Range Planning of State projects associated within the DMAVA agency. Works with State facilities for sustainment, restoration, and modernization initiatives. Responsible for overseeing operations and personnel certification of the State's supported utility systems and the technical support to contracting officials acquiring contracts for supported utility services. Coordinates the approval of State sustainment, restoration and modernization projects to be executed by the Construction and Facilities Management Office and other State ARNG activities and tenants (including private sector entities) to ensure technical sufficiency and compliance with statutes, regulations, and the State's Real Property Development Plan.

**BASIC QUALIFICATIONS REQUIRED:**

Incumbent must be an active member of the New Jersey National Guard upon appointment to this position. Subsequent to appointment, should the incumbent cease to be an active member of the New Jersey National Guard for any reason, his term of employment may be extended by the Adjutant General in a civilian status until such time as the incumbent is eligible for retirement as a veteran under N.J.S.A. 43:15A-61.

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Successful completion of the Commanders Development Course or equivalent.

**EXPERIENCE:**

Five (5) years of full-time supervisory military experience in the Department of Military and Veterans Affairs at the level of Bureau Chief or a related management position or five (5) years of military experience at the General or Principal Staff Officer level in a related field or five (5) years of military experience as an Executive Officer or as Commander of a Battalion size unit.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**LICENSE:**

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**HOW TO APPLY:**

**FOR APPOINTMENT CONSIDERATION:** Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to [CareersCentral@njdmava.state.nj.us](mailto:CareersCentral@njdmava.state.nj.us) or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/publications/forms/ApplicationForEmployment.pdf>, or from the Human Resources Division or call (609) 530-7038.

**EQUAL EMPLOYMENT OPPORTUNITY:** Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Human Resources Division. Telephone number for the hearing impaired is 609-530-6966.

**DISTRIBUTION:**     ***A, A1, A2, D, E, S***  
                            Cemetery  
                            Veterans Haven North and Veterans Haven South  
                            VSO  
                            Youth Challenge Academy